

USACE FINANCE CENTER
Corps of Engineers Financial Management System
(CEFMS)
Y2K Contingency Plan
Revised, 1 Dec 1998

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1. INTRODUCTION

The purpose of the Corps of Engineers Financial Management System (CEFMS) contingency plan is to provide a means for insuring the continuity of the Corps automated financial accounting mission. This plan entails contingencies in the event of the loss of the mission critical CEFMS automated system, LAN/WAN connectivity or other interdependent or dependent communications devices, interfaces, computer hardware, software and physical environmental concerns. The scope also focuses on alternatives to control developmental risk and during the operational phase to address viable alternatives to overcome unpredictable failure due to Year 2000 changes.

The following sample scenarios were considered in our contingencies: Early arrival (surprise) system failure, Renovated system failure (partial - total), Vendor-certified COTS product failure, Interface failure, Implementation problem (e.g., no more time/money) and external environmental issues. This plan identifies potential activities and responsibilities for putting contingent plans into effect in the event that planned Y2K corrective activities are not sufficient to provide uninterrupted service from the Corps of Engineers Financial Management System.

The USACE Finance Center seeks to identify all potential risks and threats to ensure the continuity of the Corps' financial accounting business processes, develop actions to mitigate those risks and develop a comprehensive contingency plan to continue business if failures do occur. The risk of failure is not limited to CEFMS. Financial accounting depends on data provided by business partners including third party vendors. We depend upon vendors for hardware, software, telecommunications and other information technology support. In essence the success of the Corps accounting process depends upon the technical and public infrastructures, such as, power, transportation and telecommunications. Every aspect of the Corps' financial management mission in some way depends upon the information infrastructure. Due to this integrated structure all automated processes are at risk of failure in the new millenium unless we take every possible precaution to avert potential problems.

We are not alone in this challenge as every federal, state and local government agency, as well as, support businesses within the private sectors potentially impacts our success. The USACE Finance Center's customer base conceptually includes every American, legal alien and many foreign nationals living abroad. Therefore, it is imperative that the Corps develops strategies for continued uninterrupted business into the new millenium and beyond.

This plan is effective immediately and covers all Corps of Engineers Financial Management functions and processes. USACE Finance Center functional experts will work with individual Corps sites and other system proponents to ensure that all-federal accounting practices are in compliance with this plan.

1.1 PURPOSE

This plan identifies risks, potential contingent activities, and responsibilities for putting contingent plans into effect in the event that planned Y2K correction activities are not successfully accomplished for CEFMS.

1.2. SCOPE - Renovation and Testing

Y2K Renovation and Testing Matrix

- 1. Add New Year 2000 fields to CEFMS tables and views.**
- 2. Create database triggers to keep both New Year 2000 fields and the existing fields, that these new fields are replacing, synchronized.**
- 3. Update tables where the new fields are added and set the current field equal to itself to fire the database triggers and populate the New Year 2000 fields.**
- 4. Create NOT NULL check constraint on the New Year 2000 field if the current field cannot be null.**

5. If current field is part of an index but not part "of primary key, determine whether another index using" the New Year 2000 field should be created.
6. If current field is part of the primary index, determine whether a supporting index on the New Year 2000 field should be created to maintain performance.
7. Modify problem report check in programs to ensure that code changed is year 2000 compliant.
8. Move changes 1 through 6 to all production sites.
9. Insure database triggers moved to production sites are working.
10. Identify and change all non-report programs to use the New Year 2000 fields.
11. Test all non-report programs changed in step 10 and move to all production sites.
12. Identify and change all report tables and programs to have and use New Year 2000 data elements.
13. Test all report tables and programs changed in step 12 and move to production sites.
14. Identify all non-report tables, current field, and New Year 2000 fields and provide to production sites. Advise production sites to change local programs to use New Year 2000 fields because the current fields will be removed from the CEFMS database.
15. Coordinate year 2000 changes with systems, which interface with and/or share CEFMS data. "Also, provide information identified in step 14" to the POC's for these systems.
16. Review/modify all ESIG stored procedures to Programming Complete insure all are year 2000 compliant.
17. Review all remaining CEFMS programs, which have not been marked year 2000 compliant to insure no changes are needed, and then mark as compliant.
18. After all programs are year 2000 compliant:
 - A. Drop indexes created in steps 5 and 6 that are no longer needed.
 - B. Recreate any constraints using old fields to use year 2000 fields.
 - C. Drop year database triggers created in step 2.

D. Create databases triggers to prevent old fields from being populated.

E. Remove old fields from the database.

CEFMS source code is owned by the government and is written in Oracle Forms. All source code modifications for year 2000 compliance have been completed, and the resultant code has been thoroughly tested.

Renovation Phase:

Trigger Point: None renovation/testing is completed.

Contingency: None

19. Alter system Y2K dates and the leap year calendar on the test database and conduct rigid instance testing.

20. Conducted local test and performed automated update to ensure CEFMS developmental staff pc's and software are Y2K compliant.

1.3 ASSUMPTIONS

The following assumptions were made in developing this contingency plan: Corps' offices will be available for business January 1, 2000. The USACE Finance Center will be open for business on Monday, January 3, 2000 and ready to process the full range of financial accounting transactions. In the event that unanticipated failures occur, the USACE Finance Center will immediately implement Y2K contingency plans to ensure that financial accounting business process may continue uninterrupted. Agency Information Offices should execute initiatives to preclude Y2K failure within their local environments.

Corps Processing Centers and the Headquarters Information Office will provide support and develop contingencies as necessary related to wide area networking, database processing hardware, Oracle database instance availability and corps-wide email services.

1.4 METHODOLOGY

This contingency plan is a result of a USACE Finance Center team effort whereby members responsible for the development, maintenance and implementation of the financial management system, formulated a Y2K strategy for the Corps. This was accomplished through careful analysis and evaluation of financial management processes including other interdependent Corps business process systems. The goal was to identify risks, make assessments and develop a contingent strategy to

ensure continued service to our customers. The team identified the requirements to assure our success in the event of system failure.

The initial step was to identify the baseline business processes and assess each process risks in the event of failure. All major systems that interface or share data with CEFMS were identified. For example, CEMIS, the Corps of Engineers Management Information System will not function properly without accurate accumulation of data from CEFMS. Within the team's evaluation we determined the most crucial date that proposes potential failure as 1 Jan 2000.

The realistic perspective arose that as renovation and testing progressed that priorities would change. Thus the process outlined for preparing for the new millenium are dynamic. A matrix was developed outlining the steps to complete renovation and testing. The matrix was reviewed and updated as progress continued and additional requirements to ensure our success arose. The steps identified in the matrix were designed to eliminate potential risk. These steps were derived from the consolidated internal financial accounting business process and technological expert evaluation and assessment.

1.5. SYSTEM OVERVIEW

Operational Phase - CEFMS

CEFMS is currently operational at the Processing Centers. Immediately prior CY-2000, an full database export to CD-ROM will be accomplished for each CEFMS database. If, following the millennial rollover, the CEFMS systems were unavailable for more than 5 days, and the outage was projected to continue, the following may occur.

A. Users will process financial accounting transactions using their local PCs and LAN systems.

B. Data will be recorded manually using the appropriate forms from the Form Flow CD-ROM, where available, consolidated spreadsheets and databases. A sample is, travel requests forms.

Failure After Y2K Milestone - Implement the CEFMS business processes manually using technology as per above. Reports will run approximately 2-3 weeks later than usual.

The following Programming Languages are currently being used for CEFMS:

- SQL*Forms/ORACLE CORP
- Micro Focus Cobol 3.2/Micro Focus,
- Pro Cobol, 1.7.3.0.0/ORACLE CORP
- Pro C/C++, 2.1.3.0.0/ORACLE CORP

- SQL Loader, 7.2.3.0.0/ORACLE CORP
- SQL Report Writer, 1.1.14.16.1/ORACLE CORP
 - PL/SQL, 2.3.3.5.0/ORACLE CORP
 - Oracle Server Manager, 2.1.4.0.0/ORACLE CORP
 - SQR Workbench, 2.5.2.2/SQRIBE
 - SQL*Plus, 3.2.3.0.0/ORACLE CORP
 - C-Shell Scripts/SUN
 - Bourne Shell/SUN
 - PERL Scripts, 5.004/PERL
 - C, 3.0.1/SUN
 - Solaris, 2.5.1 (UNIX)/SUN
 - LSNRCTL, SVR4/ORACLE CORP
 - Solaris, 2.6 (UNIX)/SUN
 - Oracle7 Server, 7.3.3.5.0/ORACLE CORP
 - WINSIG/JAI
 - SIGNATERM/GSI
 - WINDOWS/Microsoft
 - J-TERM/JAI

The CEFMS development and maintenance core facilities and equipment are located at the USACE Finance Center, 4801 University Square, Suite #1, Huntsville, AL 35816. CEFMS utilizes the ORACLE7 tool suite on a Sun SPARC server 1000 (1GB RAM) The SPARCserver 1000 which contains eight 50mhz SuperSPARC+ processors and is running the UNIX operating system (SOLARIS 2.5.1). The total disk space is approximately 90 GB. The CEFMS production instances are located on various platforms including, CPC21, CPC22, CPC23, CPC24, CPC25, CPC26, WPC26 and WPC29. The development and maintenance testing environment resides on RMF22 and RMF31.

CEFMS SITE-CODE - NAME

MVK
 VICKSBURG
 MVM
 MEMPHIS-DIST
 MVS
 SAINT-LOUIS
 MVD
 LOWER-MS-VALLEY
 MVN
 NEW-ORLEANS
 HQ
 HEADQUARTERS
 CPW
 CNTR-FOR-PUB-WKS
 UFC

FIN-CNTR-PROD
HECSA
HUMPHREYS-ENG-SUPPORT
TEC
TECH-ENGR-CNTR
WRSC
WATER-RES-SUPP-CNTR
MVP
SAINT-PAUL
MVR
ROCK-ISLAND
TAC
TRANSATLANTIC
TAE
EUROPE
HNC
HUNTSVILLE
SAC
CHARLESTON
SAD
SOUTH-ATLANTIC
SAJ
JACKSONVILLE
SAM
MOBILE
SAS
SAVANNAH
SAW
WILMINGTON
SWD
SOUTH-WEST
SWF
FORT-WORTH
SWG
GALVESTON
SWL
LITTLE-ROCK
SWT
TULSA
CERL
CONSTRUCT-ENG-RESEARCH
WES
WATERWAYS
CRL
COLD-REGIONS
LRB

BUFFALO
LRC
CHICAGO
LRD
NORTH-CENTRAL
LRE
DETROIT
MVP
SAINT-PAUL
NWD
NORTH-PACIFIC
NWP
PORTLAND
NWS
SEATTLE
NWD
WALLA-WALLA
NWDNR
MISSOURI-RIVER
NWK
KANSAS-CITY
NWO
OMAHA
LRD
OHIO-RIVER
LRH
HUNTINGTON
LRL
LOUISVILLE
LRN
NASHVILLE
LRP
PITTSBURG
POA
ALASKA
POD
PACIFIC-DIV
POF
KOREA
POH
PACIFIC-DIV
POJ
JAPAN
SPA
ALBUQUERQUE
SPD

**SOUTH-PACIFIC
SPK
SACRAMENTO
SPL
LOS-ANGELES
SPN
SAN-FRANCISCO
NAB
BALTIMORE
NAD
NORTH-ATLANTIC
NAD
NEW-ENGLAND
NAN
NEW-YORK
NAO
NORFOLK
NAP
PHILI
NAB-WA
WASH-AQUEDUCT**

The system source code consists of approximately 3,150 CEFMS programmatic source files. Each file was considered within the renovation and assessment phase.

2. ORGANIZATION

2.1 Y2K ROLES AND RESPONSIBILITIES

The inception of the Y2K effort began with the UFC, Financial Systems Development and Maintenance Directorate in conjunction with the UFC Finance Officer. A Y2K team was formulated with the responsibility to assess CEFMS Y2K compliance, formulate strategies and implement precautionary measures and initiatives and the goal to ensure CEFMS Y2K compliance

This team developed the contingency plan by identifying risks within each financial accounting business process. The team coordinated with functional experts for each business process and interdependent system in determining potential impact and necessary action to prevent related system failures.

Existing resources will serve on the resumption team to provide immediate resolution to problems encountered or system failures. The team will be comprised of application and business process experts. This team will expeditiously pinpoint computer related problems and coordinate with subject matter experts to resolve problems encountered.

2.2 EXTERNAL ROLES AND RESPONSIBILITIES

Agencies, resources and vendors are also potentially impacted by the approaching Y2K. We share common concerns of continued pc utilization, software adaptability, common hardware devices and inter linked networks. This plan assumes that all Corps Information Offices are addressing individual Y2K issues and taking precautions to preclude failures resulting from Y2K. Samples of these initiatives are ensuring supplies and resources will be on hand should any part of their mission mandate manual processing as a result of Y2K impacts; testing and evaluating local software, hardware and networks and taking corrective action to resolve deficiencies detected; and reporting problems immediately through the on-line problem reporting system when weaknesses associated to Y2K data are detected in CEFMS

2.3 RESPONSIBILITIES

The functional proponents, impacted users and other parties that may be potentially affected are listed below. However, this list is not inclusive of all individuals that may be impacted should systematic problems arise from Y2K.

**Functional Y2K Compliance, Planning, and Implementation –
Points of Contact:**

Tommy Pond, Development and Maintenance Financial Systems Directorate

Robert Richard, CEFMS Y2K

Control Data Corporation – Contract Support

Bill Mordecai, CEFMS-DBA

Ken Calabrese, USACE CEAP Point of Contact

Meredith Walters, Corps of Engineers, Headquarters Y2K CEFMS Point of Contact

Brenda Mayes, Army Audit Agency

SYSTEM Points of Contact

ACPERS/DCPDS Pat Deloach, CEFMS coordinator

APPMS/DIST #DA014731 Janet Mathis

CEEMIS Herbert Drake

DCPS L. L. Hauser

**IATS LTC Marvin Thomas
PROMIS/DIST #DA01475 Chenita McNeeley
REMIS/DIST #DA00250 Fred Lombardo
RMS Haskell Barker
SAACONS Charles
SIGNATERM Cots/ Grady Gaston
VIMS Janet Mathis
WINSIG Version 2.0 or higher Cots/ Freddie Jones**

Manual transaction processing will occur through fax and/or mail system.

Appendix A contains a current list of CEFMS site points of contacts for reporting potential CEFMS problems.

3. BASELINE BUSINESS PROCESSES

The USACE, Finance Center, Corps of Engineers Financial Management business processes depend upon the Corps' infrastructure for continued operations. Power, data, telecommunications, hardware and software are crucial for uninterrupted service.

3.1 BASELINE BUSINESS PROCESS DESCRIPTIONS

The baseline business processes include managing the work breakdown structure and work item resource structure; processing travel, expend and disburse funds; processing payroll and labor; budgeting and manpower management; asset and inventory management; paying bills and collecting funds; committing and obligating funds; identifying funds and financial reporting.

3.1.1 WORK BREAKDOWN STRUCTURE

This structure provides a vehicle for identifying work requirements, breaking down work into smaller elements, as required, and assigning organizational responsibility.

3.1.2 WORK ITEM RESOURCE STRUCTURE

This structure provides a vehicle to record and track resources for planning, programming and budgetary purposes. It provides managers the ability to record resource data at levels required to satisfy management information needs while satisfying upward reporting requirements.

3.1.3 PROCESS TRAVEL

This area provides users the ability to request travel and automates payment and disbursement of travel claims.

3.1.4 EXPEND AND DISBURSE FUNDS

The mission of this business area is to provide an automated process to control and examine accounts payables, accrue expenditures, process accounts payables for payment and disbursement of funds.

3.1.5 PROCESS PAYROLL AND LABOR

This automated process provides maintenance control of labor hours through authorization and to record or distribution of labor and payroll expenditures to appropriate accounts.

3.1.6 BUDGETING AND MANPOWER MANAGEMENT

The business area provides management the tools to manage manpower and prepare budgets.

3.1.7 ASSET AND INVENTORY MANAGEMENT

The function of this business area provides managers the capability to account for and control inventory and manage assets.

3.1.8 PAY BILLS AND COLLECT FUNDS

This business area represents the automated process to produce customer billings, manage accounts receivable and collect funds.

3.1.9 COMMIT AND OBLIGATE FUNDS

This business area provides an automated process to commit and obligate funds with real-time funds control, secured access to project funds, automated approvals and electronic funds certification.

3.1.10 IDENTIFY FUNDS

This business area provides the automated process to identify and record all funds received and/or returned. It encompasses the functions related to the request, distribution and revocation of funds.

3.1.11 FINANCIAL REPORTING

This business area provides capabilities for upward and cross directional reporting of financial management data.

3.2 INTERDEPENDENT AND SUPPORT SERVICES

Interdependent and Support services include Infrastructure Interdependent Support and Information Technology Infrastructure Support. The 2 divisions of support services represent other information technology systems that either interface or integrate with CEFMS and other technological entities and objects which are crucial in information development, deployment and maintenance.

3.2 .1 INFRASTRUCTURE INTERDEPENDENT SUPPORT SERVICES

Y2K compliance of CEFMS does not alleviate the reliance between CEFMS and other informational systems including COTS, commercial off the shelf software, utilized within various phases of financial management. These systems must address Y2K issues individually and we must coordinate our efforts to ensure continued operations. We also rely, indirectly with other federal, state and local agencies to ensure continued support of critical services. A sample is the US Postal service which delivers our mail, local vendors that deliver light and electricity to our offices. In our pursuit for continued service we must consider the impact should these services expire. Many common devices to date contain embedded chips that may be impacted by Y2K. Although, the CEFMS team has no control over the compliance of all informational systems or devices we must consider the potential impact to CEFMS in our assessment.

3.2.2 INFORMATION TECHNOLOGY INFRASTRUCTURE SUPPORT

Financial management relies heavily on information technology to accomplish agency mission goals and objectives. The technological infrastructure within this discussion is basically comprised of software, hardware, telecommunications, as well as, facilities, power supply, and backup and recovery services. Continued performance is critical to the infrastructure success as we merge into the new millenium and we should all be aware of their potential impact to our professional and personal lives.

3.2.3 POTENTIAL IMPACTS TO USERS

If CEFMS is adversely impacted by unforeseen Y2K problems data integrity may be impacted. The current resource structure for the UFC, Financial Systems Development and Maintenance, provides for a business resumption team for each baseline business process. These teams in coordination with the Y2K task force are currently in place to address potential problems resulting from Y2K. Depending upon the degree of failure additional system support may be required of the CEAP staff to implement interim and long term corrective measures. The CEAP team would be required to support network and system problems. Dependent upon the nature and severity of the problem, the Headquarters IM team would be required to support corrective measures.

Resolutions include:

- Reload data from backup storage devices and record data manually until the problem is resolved. All data collected during the interim would be manually fed into the automated system.
- Use programmatic diagnostic tools for renovation or replacement of damaged data.
- Temporary resource may be required to execute the interim manual step per site.
- Additional local area hardware may be required for user pc access and manual data maintenance.

Occurrences would require an immediate response from the UFC CEFMS Y2K team. The team would initiate and coordinate specific resolutions. These efforts would be documented into the problem report system and standard operating procedures would be followed.

Limited or no additional hiring or training for the CEFMS Y2K response team to resolve system problems is anticipated. If CEFMS were adversely impacted by Y2K, the users of the system, would be impacted by an impaired ability to track data - current and historical, and to execute financial transaction business processes. Manual processing will significantly increase turnaround and transaction time. Some increased costs will ensue as a result of preparation for Y2K failures. Significantly increased processing costs will result in the event of temporary revision to manual processing. Once the system is back in operation additional efforts will be required to load data generated while in a manual mode into the automated system.

Potential Y2K problems that the UFC, Development and Maintenance Directorate, has no direct responsibility include Email failure (CEAP area of expertise) or Site pc failure (Site responsibility). In each potential situation the impact could be devastating. These areas should be addressed within a consolidated Corps plan.

In addition, should unpredicted failures of the extreme level occur for instance incapacitation of an entire site, division or Corps facility it may be necessary to implement the Corps Continuation of Operations Plan or the Corps Mobilization Plan.

If the AIS, CEFMS is unavailable for more than 24 hours or is not available because a CEAP Processing Center is unavailable for more than 24 hours the applicable USACE site will convert to manual accounting upon the direction and coordination of the USACE Finance Center.

If CEAP Processing Center access is restricted for more than 24 hours USACE may be required to implement emergency procedures and reschedule resources into applicable work shifts. The Directors of the USACE Finance Center, CEAP, Headquarters Information Management Office and Personnel Representative shall coordinate each case to determine specific requirements. The USACE Finance

Center will take the initiative to disseminate information affecting the USACE Financial Accounting processes to the affected field operating activities.

Sites will utilize standard USACE software to reproduce existing financial management data structures for all records and reports required by Law, Federal Regulation or Government Accounting Authority. **No pc-based software is being specified at this date. However, the user would be required to follow current reporting formats, such as, column and table headings. All records and reports must be legible and follow standard accounting procedures. If no power exists, the user would be required to convert to manual mode with no pc or automated access and all accounting would be paper driven. In either scenario, extensions may be required for reporting dates and specific adjustments would be announced by the Director, USACE Finance Center.**

3.2.4 OTHER BUSINESS PROCESS AREAS

An extensive coordination effort was initiated by the USACE Finance Center to enlighten system users, functional managers and interfacing system functional proponents of CEFMS Y2K compliance progress. Some of the efforts engaged are:

- Coordinated with other Corps systems to establish Year 2000 Compliance Memorandums of Agreement.
- UFC maintains the ITIPS database to illustrate CEFMS compliance progress.
- Coordinating with AAA during the Y2K validation review.
- Coordinated with site points of contact to maintain accurate notification lists and provided continuous public web access to CEFMS Y2K change documentation and progress.
- Coordinated with the Corps of Engineers Headquarters Year2000 staff in identifying Y2K compliance steps and maintenance of the DOD Y2K repository.

Potential interfacing systems impacted:

PROMIS/DIST #DA01475
REMIS/DIST #DA00250
APPMS/DIST #DA014731

Other Interfacing Systems
(NOT IN THE Army Y2K DATA CALL GROUP)

CEEMIS
ACPERS/DCPDS
DCPS
IATS
RMS

SAACONS

VIMS

Other support systems

WINSIG Version 2.0 or higher

SIGNATERM

4. CONTINGENCY PLANNING TEST PLAN

Plans shall be validated and tested to ensure that our contingencies demonstrate the ability to permit continued operation through their implementation within a given time period. Testing will also assist in identifying potential cost associated with their implementation. Testing shall be performed within each phase of Y2K compliance and continue beyond as we near Y2K. Testing shall comprise an initial review, production level simulation exercises, as well as, comprehensive audits. Appendix C is the Y2K Test Plan.

4.1 REVIEW PROCESS

The contingency plan may undergo Y2K Team, Directorate, Headquarters and Army Audit Agency level review. The Y2K Team shall monitor and maintain the contingency plan as additional concerns arise.

4.1.2 PRODUCTION LEVEL SIMULATION EXERCISES

An instance of the production level environment will be utilized for simulated testing. Test will be conducted as if a real contingency has been implemented. Inadequacies detected from test exercises will be assessed and the contingency plan revised as necessary to ensure a comprehensive plan is in place. Each test will be comprehensive enough to ensure that resources can accomplish the required tasks, supplies are available and the facility and or system can be adapted.

Points of Contact at production environments will report potential Y2K problems detected through the on-line problem reporting system. These problems will be assigned priority status, given the Y2K classification and assigned to the Y2K Team leader. The Y2K Team Leader will take immediate action to resolve issues and monitor resolution and implementation progress. Resolution may be in the form of code or data revisions, as well as, user intervention. The Y2K Team Leader will coordinate with other functional experts to resolve potential overlapping or interdependent issues. Problems having potential impact to other systems will be coordinated with system proponents immediately to preclude additional problems from occurring within the infrastructure.

CEFMS issues anticipated or experienced related to the Corps' wide area networks or devices will be assigned to the CEFMS DBA with priority status. The CEFMS DBA will take immediate action to coordinate resolution with the appropriate resources, via the CEAP, Corps of Engineers Automation Plan, or USACE

Information Management Office. These functional experts will develop corrective actions, implementation plans and when necessary develop contingency plans. All actions that potentially impact the continuation of services for other systems or individual sites will be coordinated with the appropriate points of contact. The DBA will be responsible for briefing the USACE Finance Officer and Financial Systems Development and Maintenance Directorate concerning Y2K system level issues. Samples of issues include deterioration of email service, network failure, back up and recovery downtime, hardware failure.

Any loss of services resulting from local utilities, financial vendors or other external sources shall be coordinated among agency directorates. An example of this type failure may be the loss of electricity provided by a Corps power plant or local utility due to unpredictable Y2K impacts. All serviced groups will be responsible for converting to a manual financial accounting position upon notification from the USACE Financial Directorate should this type incident occur.

4.1.3 AUDIT

The Army Audit Agency or an outside source will conduct an audit level review of the contingency plan to validate that CEFMS is Y2K compliant and the contingency plan is adequate to ensure uninterrupted service.

4.1.4 RISKS ASSESSMENT

The Risk Assessment plan addresses categorized risks for each phase; the contingencies, solutions, and workarounds for each risk identified; the start dates for putting each contingent plan in place; the impact of contingencies in place and addresses items such as degraded system functionality, training or personnel requirements to accomplish a manual workaround. The Risk Assessment is provided as Appendix B.

4.1.5 INTEGRITY AND SECURITY

Contingency planning activities included the review, assessment and consideration of requirements to ensure that required integrity and security levels (access, data manipulation, and communications) are maintained following implementation of the contingency plan.

5. CONTINGENCY PLAN MANAGEMENT

5.1 PLAN MONITORING AND TRACKING

The Y2K Team will be assembled throughout the Y2K Compliance Certification process and into the new millenium. The team will convene to address issues and evaluate progress. The Financial Management Development and Maintenance Directorate shall oversee overall progress and call special meetings to address

issues that may impact Y2K compliance. The Finance Center Directorate will monitor system progress, coordinate with other Directorates and report findings to higher headquarters and other agencies. .

5.1 PROCESS FOR PLAN UPDATES

All plan revisions are coordinated through the Y2K Team and implementation id directed by the Y2K Team Leader. Revisions potentially impacting other systems or system users are made available immediately upon completion of updates.

signed 15 Dec 1998
STANLEY N. WRENN
Director USACE Finance Center

Appendix A

Site POC Listing as of 29 Nov, 1998

Note: this list changes sporadically.

Site Site POC Name Username

AAA CHARLES LYONS
s0rmfctl
GEORGE MERAY
s0rmfgcm
BRENDA MAYES
s0rmfblm
SUZETTE SALA
s0rmfsms
RICHARD BACHMAN
s0rmfrb5
CDC ALBERT WILLIAMS
awilliam
CERL CARL CAMP
u3rmfrcc
KIM IGNASIAK
u3rmfkai
MARILYN BURKE

u3rmbmjb
LARRY GIBSON
u3trdlpg
RENE DUNNAM
u3rmbrad
CRREL GREGG HOGE
u2is9gch
ROB WALSH
u2ti9rgw
STEVE LOTTERHAND
LOTT0636
JOYCE FADDEN
u2rm9jlf
DFAS MIKE MCLAUGHLIN
s0rmfmm1
ROLAND KUMMER
s0rmfrk9
MIKE MCLAUGHLIN
s0rmfmm1
HECSA DALE STOUTENBURGH
STOUD9999
RUTH BETTS
w2rmfrpb
CHRIS MULLEN
w2rmfcmm
SUSAN TUREK
s0rmrats
PATRICIA ACKERMAN
ACKEP9999
HNC ANGELA PHILLIPS
a0rmbawp
WAYNE WILCOXSON
a0rmsmww
NITA CLOWER
a0rmbcnc
TERESA PETERSON
a0rmstap
HND WILLIAM NOEL
a0rmfgwn
HQ BRENDA GOODEN
s0imxbag
JIM SMITH
s0ldsjs
KAREN VOLCKMER
s0rmfkav
LMS MELISSA HOOD

b3rmfmah
LRB KATHY GRIFFIN
f1coekmg
ROBERT DERRANE
h5rmfred
TOM SLOAN
f1imitps
KATHY GRIFFIN
f1coekmg
TOM SLOAN
f1imitps
CHRIS MOONEY
f1rmfmcmm
NOEL GILHEANY
f1iming9
LRC MORIA RESTALL
f1ct9mar
CHERYL SVEE
h6co9chs
THOMAS MITCHELL
h6imatim
DEBORAH BARZANO
h6rm9dlb
MICHAEL FLEISCHHACKER
FLEIM5768
PAT LAWLOR
h6rm9pal
RENAE SCHOENLE
f1comrjs
CATHY COYNE
f1rmbcbc
LRDGL MARI TRIMUEL
f0ec9mt9
LRE YOLANDA MCLAURIN
MCLAY9560
DARLENE BENNETT
f3coaedb
FRANCES LOWE
f3rmff9l
STEVEN EMMERT
f3imisinde
ETHEL DIXON
f3po9emd
MVD KATHIE SILLS
b0dcfkps
RICHARD GRANTHAM

GRANT7374

JACKIE COBB

b0imijlc

BILLY SIMMONS

b0dcfbes

KATHY DYE

b0rmfkgd

MVK JOHN MARTIN

b4dcmjhm

REBECCA TURNER

b4dcfrmt

MVK PAT UPTON

b4dcfpru

RUTH WHITEHEAD

b4dcfirw

ROSEMARY SPEARS

b4dcfrgs

MVM JIM HAYES

b1rmfjah

RANDY USELTON

b1rmfrlu

MARY WILLIAMS

b1rmfmew

PAULA BURTON

b1rmfpsb

DAVID TURNER

b1rmfdet

MVN SAMUEL VEAL

b2imisv3

LESLIE RICARDO

b2rmflr3

JULIE VIGNES

b2odfjdv

DARREL JOHNSON

b2dcfdlj

CAROL JOSEPH

b2dcfcsj

JENNIFER COLEMAN

COLEJ0867

SUETTE JACKSON

b2dcfs3j

TINA HARRIS

b2rmbth3

NANCY HABISREITINGER

HABIN1446

MVP DAVID HIMERICH

f5pedah1

DIANA TSCHIDA

b6codlt1

JEANNETTE PREAM

f5cojfp1

JOHN JOHNSON

f5imjrj1

BONNIE MONTGOMERY

MONTB5683

AMY ROTHSTEIN

f5rmabr1

MVR MICHAEL TOMLINSON

TOMLM7195

DORIS MURRAY

f4rmfdem

GREGORY WEIST

f4imigaw

STEVEN RUSSELL

b5odqsdr

VIRGINIA ZIMMERMAN

ZIMMV9178

TIMOTHY GEORGE

f4rmftcg

MVS VANESSA ALEXANDDER

ALEXV8749

ROSEMARY CRAIG

b3rmbrp9

STEVE HUSKEY

b3rmfsth

JEAN KUETHE

b3rmfjmk

DEBORAH DAVIS

b3imidmd

NAB WALTER GARMAN

e1rmfweg

JAMES DOWNEY

e1rmxjpd

GARY MYERS

e1rmbgdm

LYNN AIREY

e1imimla

DEAN HALL

e1rmfdsh

NANCY BRENGLE

e1rmxntb

MARY CARTER

e1rmfmlc
NAE ROBERT HENDERSON
HENDR7268
LYNNE BLEAKNEY
d0imrlab
SHARON VALENTE
d0dcfsjc
MICHAEL RUSSO
e6dcfmjr
RALPH MALLARDO
d0dcfram
NAM YADIRA RIVERA-VILLEGAS
RIVEY0676
NAN DIANE EVANS
e3rmfde3
DEBRA RAY
e3rmfdam
MONIQUE WIGGINS
e3rmfmlw
JOSEPH HIRSCHY
e3rmfjah
CHARLES GAHN
e3imicjg
NAO DAVID HOWELL
e4is9drh
ROBERT JENNINGS
e4rm9rtj
INGE WATKINS
e4rm9idw
JAMES CAMSKY
e4rmfjmc
DARLENE GIBSON
e4rmfdrg
MABLE HOPKINS
e4im9mlh
NAP THOMAS MCDONNELL
MCDOT7095
NATALIE BLEWETT
e5ct9nb3
NAP HELENE WASEKANES
WASEH7526
GWENDOLYN PEARSON
PEARG3058
RAY DONNELLY
e5rm9red
MANDY FRY

e5rmfmjf

RICK DALLAS

e5imirttd

NPP BILL SIMPSON

g2rmfwjs

ROBERT FRENCH

g2rmfrlf

PAM KELLEY

g2rmfpkk

BOB TAYLOR

g2imiret

KAREN MILLER

g2rmfkjm

NPS CASIE PIMENTEL

g3repccp

KAREN MORGAN

g3imiklm

ED PAYNE

g3rmfedp

ANNIE MELROSE

g3b0000

GRETCHEN SULLIVAN

MARTG0683

LINDA MALCHODI

g3rm9lem

NPW BEVERLY HERMSEN

g4imsbah

BILL KOSKENMAKI

g4pmpwpk

KEITH NEAVOR

g4rm9kdn

NANCY HEAD

g4rm9nah

JERRY KULA

g4rm9sfk

NWD VELMA NUZUM

C2REPVMM

CONRAD GREN

g0rmfcrg

MIKE WOLF

g0rmfmaw

JIM ERZEN

g0rmbjpe

DEBBIE WILSON

c0rm9daw

LUCY HARRIS

c0rmblah
ANNETTE EPPERSON
EPPEA2431
PAUL DIETRICH
c0rmfpjd
RONALD COOK
c0imirdc
SUSAN K. PAYNE
c0imisap
NWK SHIRLEY MILAM
C1RE9SMM
ECHO KEAN
c1rmferk
LARRY WHITE
c1imilww
VICKY THOMAS
c1rmfvtt
DONNA TRANCKINO
c1rmfdlt
DONNA TRANCKINO
c1rmfdlt
ANDRE PARTRIDGE
c1imimap
VICKI HALLEY
c1rmfvja
NWO RICHARD BALASH
c2rmfrgb
ROBERT MOSS
c2imirtm
ROBERT DOWD
c2rmfrcd
STACEY COURTNEY
c2rmfjsc
JOHN PFENNING
c2rmfjwp
MARGARET CASSEL
c2rmfmmc
KAREN STODOLKA
c2rmfkis
GAYLE GESSER
c2imigsg
NWP RICHARD GOODELL
g2cosrrg
NWW SCOTT BAIRD
g4rm9s9b
ORD PHYLLIS GREGORY

h0rmepcg
THOMAS WUELLNER
h0rmftmw
SHARON PHELAN
h0rmfsfp
THOMAS STEIGERWALD
STEIT5968
JOYCE PATTERSON
h0rmfjap
ORH RICK HAMMOND
h1rmxroh
RON RAY

ORL JESSICA MCCLURG
h2imsjem
ELLEN RADOWSKI
h2imcekr
RONDAL CLEMONS
h2rmfrgc
SHARON BURKE
h2imsslb
ORL RONALD BUCKMAN
h2rmfrlb
DENISE KLINGLESMTIH
KLIND2041
EVELYN WATKINS
h2rmfemw
MARY STEPHENSON
h2rmbmrs
ORN PAULENE WEBB
h3rmfpsw
NANCY MANAHAN
h3rmfnwm
ORP JUDY BUCCINI
h4imijde
JOAN NOLTE
h4rmfjn3
RITA MCGEAN
h4rmbrmm
WAYNE D'LOSS
h4rmfwad
GREG BURNS
h4imigmb
ANTHONY FALVO
h4rmxaf3
POA RITA HELLECK

g1rmfrbh
MARCELA SABLAN
g1rmmmds
ROBERT WALLER
g1rmfrgw
RONNIE WEBB
g1imirw9
LEANNA MCDANIEL
g1rmfllm
POD CRAIG POWELL
j0rmpclp
MARGIE RODRIGUES
RODRM1234
MARK YOSHIMURA
j0rmbmty
VALERIE LEE
j0ppmvml
DIANE KAMEYA
j0rmfdtk
KEN CABALCE
j0etmkac
NIEL TAMAYORI
j0rmfntt
ROBERT LAU
j1rmfrwl
CALVIN KAMEYA
j0rmpchk
DAVE TAM
j0imsdlt
MADINE SADAOKA
j0rmpmps
POJ DAN HEW

TOSHIKO TAKASAKI
TAKAT4444
TAD OLPIN
j2rmftto
MISAKO WATANABE
j2rmfmw9
DORIS WU
j2rmfmdw
DORIS WU
j2rmfmdw
GAYLE RICH
j2rmfghr
JOY NAITO

j2ppmjkn

CHRIS GARRARD

j2imtcag

FLORANCE CHANG

j2rmbfjc

GAYLE RICH

j2rmfghr

POK ANITA ALCANTARA

j1rmfaca

MICHELLE AMIGLEO

AMIGM7750

SANDRA BURLEY

j1pppsm

WILLIE SIN

j1cdcwk

STACEY GIMA

j1im9sk

ANITA ALCANTARA

j1rmfaca

SAC JACKIE GRAHAM

k2rmfjmg

JOHN COATES

k2imsjec

GLADYS BLANKENSHIP

BLANG4722

DIANE CARTER

k2pmpdbc

DEBBIE WARD

k2rmfdhw

SAD SUZETTE GARDNER

k0imrsng

SHIRLEY GRAHAM

k0rmssag

PALMER HIGGINS

k5imipth

HARRY WILLIAMS

k5imihlw

DOROTHY CAMP

k0rmfdsc

KENNETH LAMARCA

k5imikml

SAJ BARBARA BURCH

k3imibjb

SHEILA EMANUEL

k3rmbsfe

DEBRA HARTLEY

k3rmfdah

JEANNE ZARNER

k3rmfjcz

SAJ BARRON GASH

k3imibbg

SAM BETSY HICKS

k5rmfbah

HAROLD GERMANY

k5rmfhwg

INMAN BRAGG

k5rmfitb

ELIZABETH BATTLES

BATTE5344

SHELTON SAPP

k5opcsbs

JAMES C. OWENS

k5rmfjco

DOROTHY GILLISPIE

GILLD6720

SUSAN MITCHELL

k5imisjm

SAS JACK COX

k6imijec

LINDA BAGLEY

BEATRICE WALLACE

WALLB8680

MARY ANTALAN

k6rmfmla

TAMI GARRETT

k6rmftjg

CYNTHIA BOSTWICK

BOSTC5153

SAW REED ALEXANDER

k7rmfrja

EILEEN GILDEA

k7rmfesg

JANET PENNINGTON

PENNJ4846

ROBERT JORDAN

k7imirpj

RICHARD BOYD

k7rmfrbb

CAROLYN BROCK

k7rmfcfb

RICHARD BOYDE

k7rmfrbb
LOUIS SMITH
k7rmolrs
SPA R.C. FELL
m1rmfrcf
BARBARA BERNAL
m1rmbbjb
RITA ANDREWS
m1rmmrda
BRAD OLSEN
m1imibho
JAMES CHAVEZ
m1rmbjec
DANNY HAMPTON
m1rmbdvh
SPD PAM ROBINSON
l0rmbppr
LINDA DOON
l0imild9
SHIRLEY KONG
l0pmsswk
RICARDO ANGELES
l0rmbra9
ALAN SATO
l0rmfaks
SPK RICHARD SILVA
l2imires
JACK PENNINGTON
l2co9jfp
DAVE IRELAND
l2rmfdhi
JULIE DUEHRING
l2imijad
PAULA COULOMBE
l2rmfpkc
CATHLEEN LEVIN
l2rmfcrl
GARY CROWDER
l2rmfgcc
BETTY PUGNER
l2rmfblp
SPL JOE MANO
l1rmfjam
RANDY SNODGRASS
l1rmfgrs
JAY EDWARDS

l1rmfjce
KATE BIRGER
l1imikbb
LINDA OKIMOTO
l1rmflmo
SPN CARLA ARMSTRONG
l3rmscaa
PHILOMENA TANG
l3pmbpct
SONIA KALLIANIS
l3rmssk9
DANIEL BROWNEYE
l3imrdlb
LINDA DOON
l0imild9
LARRY FRANCHI
l3rmslrf
SABELLA MORENO
l3coosm9
SWD MARTHA GAGNON
m0rmbmjg
NOAH NEW
m0coonen
DEAN CRISCOLA
m0rmfdrc
PAMELA TYNES
m0rmfptt
PAMELA TYNES
m0rmfptt
RICHARD ADAMSON
m0edgrfa
SWD DALIA GONZALEZ
m0imimdg
SWF RHONDA HUNT
m0rmfrjh
DELISA KVIZ
m2rmfdlk
TIM TYNES
m2rmftrt
JANN ORR
m2remjso
RAMONA COLLINS
m2rmfrnc
HOWARD CHEATHAM
m2rmfhc9
DAVID REAVIS

m2imidwr
JOHNNY CLAY
m2odwjlc
DEBORAH HOLDEN
m2rmfdlh
MICHAEL BRITT
m2rmfmpb
SWG JACKIE ROSE
m3rmfjcr
PATRICIA HARDEMAN
HARDP3832
FLO COOK
m3impflc
VALERIE RIEDEL
m3rmfvlr
SELMA HAMPSHIRE
m3rmbsgh
SWL PAT BENNETT
m4re4pmb
PAULA DYE
m4lo4pad
MIRIAM THOMAS
m4rmfmjb
STEPHANIE BOBO
m4rmfsrb
LISA HANNAFORD
m4rmflah
ROBIN MAHOMES
m4rmfrdm
HOLLY HARTUNG
m4imihgh
SWT TOM FREEMAN
m5imiwtf
PAMELA ALAMBAR
m5rmfpda
MIKE REDEMAN
m5rmfmbr
SHELLIE BAUER
m5odmsrb
GLORIA LOWE
m5rmfgal
JACKIE GORANSON
m5rmfjmg
TAC BARBARA HAKE
n0imibah
STEVE AINSWORHT

n0rmfsma
BILL KERNS
n0rmfbek
WANDA ALLEN
n0imiwja
STEPHAN HAKE
n0imisyh
TAE JIM PEAK
n1imijep
RICHARD SHULTZ
n1rmfrrs
PHIL PINOL
n1pmppjp
EVELYN BUGLA
n1imieeb
HEIDI HOUSER
n1rmfhlh
TEC LARRY COOK
u1im4lcc
ELIZABETH TAYLOR
TAYLE6617
BOBBIE KERNS
u1im3bfk
SUSAN NICHOLS
u1rmosrn
GLENN COOK
u1rmogec
GLENN COOK
u1rmogec
UFC JEFF PAYNE
t0rmfjkg
BRENDA MIXON
t0rmfbm7
BONNIE TUDOR
t0rmfbmt
REED ALEXANDER
t0rmfra8
DEE BENSON
t0rmfdpb
B.J. SUGGS
t0rmfbjs
LYNDA LOCKE
t0rmfli9
LINDA JEFFREYS
t0rmflsj
MARCUS HUSBY

t0rmfmah
KAREN WOOD
t0rmfkgw
NITA CLOWER
t0rmfcnc
LIBBY BATTLES
t0rmfebb
DEVIN KNIGHT
t0rmfdlk
CYNTHIA BLEVINS
t0rmfcrb
HERBERT DRAKE
t0rmfhed
UFC DALE SMITH
s0rmfmds
STEPHANIE MATHEWSON
MATHS5285
ANLIE GREENE
s0rmfag3
WAD CINDY LANDIN
e2wa9csl
KATHY STOWE
e2wa9kas
JAMES JOHNSON
e2waxjcj
WES WALLY PRATT
u4imcwdp
SHERRY KLEIN
u4rmsslk
ELAINE HULITT
u4imcehj
SUSAN PALERMO
u4ztsmsp
DEBRA WILLIAMS
u4rmsddw
BARBARA JEAN CUEVAS
CUEVB2561
ELVIN MCFERRIN
u4rmfeem
JEROME MAHLOCK
u4ztajlm
WRC MICHAEL WALSH
q0iwrmrw

Appendix B - Risk Assessment Plan

(Separate document attached)

Appendix C - Test Plan

(Separate document attached)